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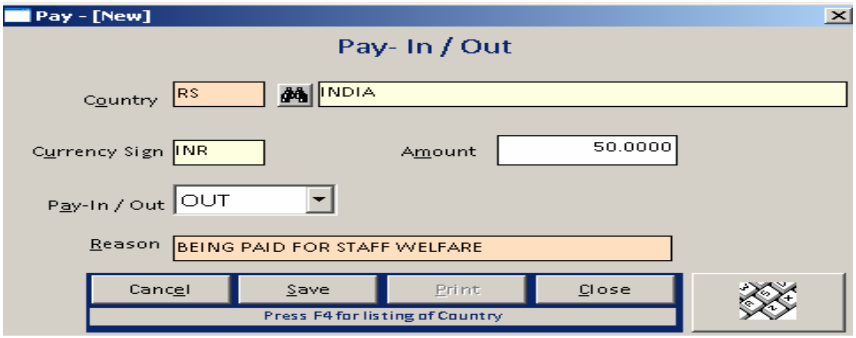
1.1. Pay In /Pay Out Master

Pay In/Out module is used to make a transaction entry of the Pay Out and Pay In's during the course of Billing other than the Sales/Refunds done in the system. These transaction details will be shown in the Dayend Report.

Add New Pay In /Pay Out

Click on the ***<Master>*** on the main menu and click the **<PayIn/Out>** from the drop down menu list.



Click on the ***<New>*** button

Country Key in the Currency or select from the browser by pressing the **<F4>** or clicking on the button. (***Currency Sign will be displayed***)

Pay-In/Out Select the Pay Mode from the drop down list provided by clicking on the down arrow.

Amount Enter the Amount for which you doing the transaction & press ***<Enter>*** key.

Reason Enter the reason for which you are doing the Pay In or OUT.

To save the Transaction, click on the ***<Save>*** button. (*system will print a receipt for the same*).

How to Print a Pay-In/Out

Click on the ***<Master>*** on the main menu and click the ***<Pay-In/Out>***.from the drop down menu list.

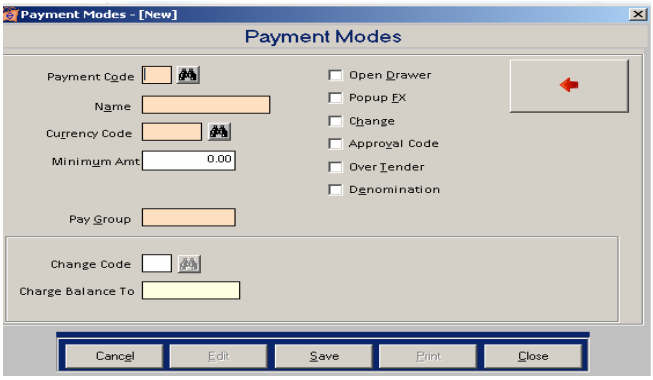
Click on the ***<Print>*** button and a list of **Pay-In/Out** is printed

1.2. Payment Modes Master

Payment Mode is used to create the different type of Payment you would accept in the tendering process during billing. Each Payment type could have different action that needs to be performed during the tender process and those actions can be defined now. ***For example*** during a Cash mode of tender you would want the cash drawer to open, and for a Credit Card mode you might want to capture the card details of a customer.

Add New Payment Mode

Click on the ***<Master>*** on the main menu and click the ***<Payment Modes>***.from the drop down menu list.



Click on the ***<New>*** button.

Key in payment code you wish to create. The payment code can be of maximum 2 characters.

Name key in the payment name you wish to create. The name can be of maximum 8 characters.

Currency Code FlexiPos Basic supports only one currency code which is the base currency of the country where it is in use and is create by default during the installation process

Minimum Amount Define the minimum amount that can be accepted in this payment mode. The impact of this will be during the tendering process of the sales transaction wherein unless the tender amount is equal or > than the amount defined. The transaction will not be successful. For example if the minimum amount is 250.00, the sales transaction will have to be equal to or > than 250.00 to complete the transaction.

Pay Group key in the name of the pay group you wish to create. The pay group can be of minimum 5 characters. The purpose of this is to group all similar payment modes as one for the purpose of MIS. For example there could be multiple credit card payment modes the you may create, but, in MIS you would like to see the same clubbed as CR Card.

Open drawer enable this to option to open the cash drawer at the time of tender.

In active	Enable this to option to de-activate this payment mode.
Change	Enable this to option to display change in case the tendered is greater than the sales transaction amount
Approval Code	Enable this option to capture the approval code of the credit card transaction from the payment gateway.
Over Tender	Enable this option to allow tender in excess of the sales transaction.
Denomination	Enable this option to accept the denomination of the payment mode. This is generally useful to capture details of SodexHo & Ticket restaurant coupons
Change Code	This option is enabled only if the **Over Tender** option is enabled. You can select the payment mode in which the change is to be paid.

To save the changes click on the ***<Save>*** button.

How to edit a Payment Modes

Click on the ***<Master>*** on the main menu and click the ***<Payment Modes>***.from the drop down menu list.

Click on the ***<Edit>*** button

Key in the **Payment code** or select the same from the browser by pressing the <F4> or clicking on the button all the details are displayed.

The **Payment code** is non-editable. All other fields can be edited by clicking on the respecting fields and making the necessary changes. Once the changes are made click on the ***<Save>*** button to confirm the changes

How to Print a Payment Mode List

Click on the ***<Master>*** on the main menu and click the ***<Payment Mode>***.from the drop down menu list.

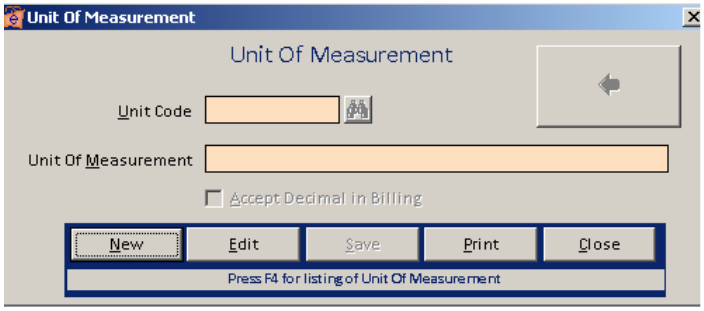
Click on the ***<Print>*** button and a list of Payment Modes is printed.

1.3. Unit of Measurement (UOM)

UOM stands for Unit of Measurement. UOM is used to identify what is the measurement being used for selling the product. For example the product can be sold in terms of Numbers, KGS and Litres etc.

Add New UOM

Click on the ***<Master>*** on the main menu and click the **<UOM>**.from the drop down menu list.



Click on the ***<New>*** button

UOM code: Enter UOM code, The **UOM** code can be of maximum 7 characters.

UOM Name key in the **UOM** name you wish to create. The **UOM** name can be of maximum 25 characters.

Accept Decimal in Billing: If this option is checked while defining the **UOM**, all the products which are assigned this **UOM** can sell the product in decimal quantity while billing.

How to edit a UOM

Click on the ***<Master>*** on the main menu and click the ***<UOM>***.from the drop down menu list.

Click on the ***<Edit>*** button

Key in the **UOM Code** or select the same from the browser by pressing the <F4> or clicking on the button all the details are displayed.

The **UOM code** is non-editable. All other fields can be edited by clicking on the respecting fields and making the necessary changes. Once the changes are made click on the ***<Save>*** button to confirm the changes

How to Print a UOM List

Click on the ***<Master>*** on the main menu and click the ***<UOM>***.from the drop down menu list.

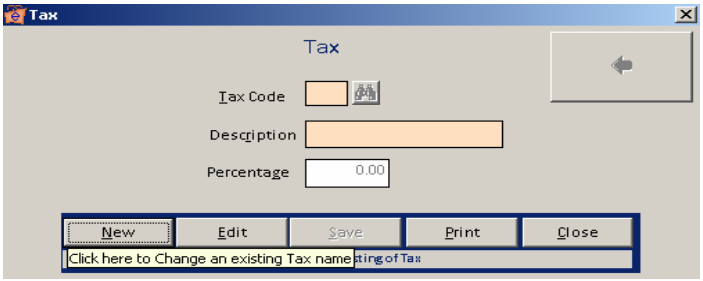
Click on the ***<Print>*** button and a list of **UOM** is printed

1.4. TAX Master

Tax details can be maintained by creating all types of taxes which are applicable in the said business. Using Tax master different Tax with Tax % can be created and the same can be linked to a product at the time of product creation.

Add New Tax

Click on the ***<Master>*** on the main menu and click the **<Tax>**.from the drop down menu list.



Click on the ***<New>*** button

Tax code: Enter Tax code, The TAX code can be of maximum 1 character.

Tax Name key in the **Tax** name you wish to create. The **Tax** name can be of maximum 10 characters.

Tax % Enter the **Tax** percentage which is applicable.

How to edit a Tax

Click on the ***<Master>*** on the main menu and click the **< Tax >**.from the drop down menu list.

Click on the ***<Edit>*** button

Key in the **Tax Code** or select the same from the browser by pressing the <F4> or clicking on the button all the details are displayed.

The **Tax code** is non-editable. All other fields can be edited by clicking on the respecting fields and making the necessary changes. Once the changes are made click on the ***<Save>*** button to confirm the changes

How to Print a Tax List

Click on the ***<Master>*** on the main menu and click the **< Tax >**.from the drop down menu list.

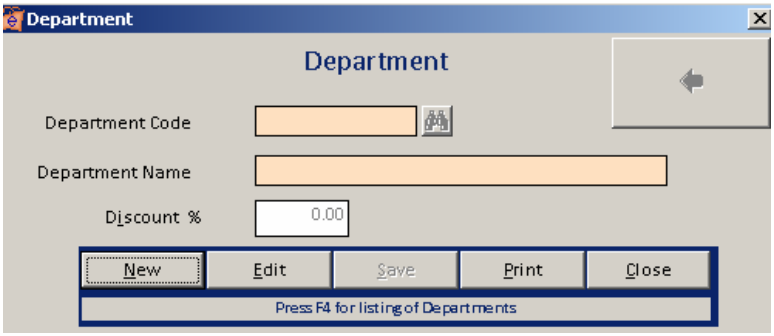
Click on the ***<Print>*** button and a list of **Tax** is printed

1.5. Department Master

A department is the top most classification which signifies major groups of your store which can be broken down into further smaller units. A proper demarcation of your department is very useful for MIS.

Add New Department

Click on the ***<Master>*** on the main menu and click the ***<Department>***.from the drop down menu list.



Click on the ***<New>*** button

Department code — If the Auto code generation is selected for **Department** in the **configuration module** the Department code will be generated and displayed.

In case Auto code generation has not been selected, please key in department code you wish to create. The department code can be of maximum 8 characters.

Department Name — key in the department name you wish to create. The department name can be of maximum 30 characters.

Discount % — A discount percentage can be defined at the department level, which will be applicable to all SKU's grouped under this department. A maximum discount that can be assigned, again depends on the profile of the user creating this department and the maximum percentage assigned to him. In any case the discount cannot exceed 99.00% unless the same is created by the Admin, who can assign 100.00% discount.

To save the changes click on the ***<Save>*** button.

Note: Effect in POS: even though you can assign a 100.00% discount the bill value cannot be zero, hence it is mandatory that any SKU with only 100.00% discount cannot be tendered since the bill value will be zero. There has to be a value greater than zero to tender the bill.

The discount will be applicable only if the **Discountable** check box is enabled in the SKU master.

How to edit a Department

Click on the ***<Master>*** on the main menu and click the ***<Department>***.from the drop down menu list.

Click on the ***<Edit>*** button

Key in the **Department Code** or select the same from the browser by pressing the <F4> or clicking on the button all the details are displayed.

The **Department code** is non-editable. All other fields can be edited by clicking on the respecting fields and making the necessary changes. Once the changes are made click on the ***<Save>*** button to confirm the changes

How to Print a Department List

Click on the ***<Master>*** on the main menu and click the ***<Department>***.from the drop down menu list.

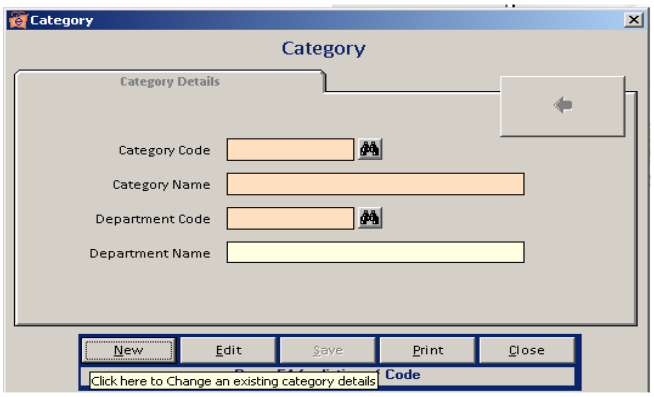
Click on the ***<Print>*** button and a list of **Department** is printed

1.6. Category Master

A Category is one more level of classification which is below the Department. A proper demarcation of your Category is very useful for the better MIS.

Add New Category

Click on ***<Master>*** on the main menu and click the ***<Category>***.from the drop down menu list.



Click on the ***<New>*** button

Category code **Enter *Category*** code, The ***Category*** code can be of maximum 7 characters.

Category Name key in the ***Category*** name you wish to create. The ***Category*** name can be of maximum 25 characters.

Department code In Category master you need to link the Department by clicking the browser button of the Department Code

To save the changes click on the ***<Save>*** button.

How to edit a Category

Click on the ***<Master>*** on the main menu and click the ***<Category>***.from the drop down menu list.

Click on the ***<Edit>*** button

Key in the **Category Code** or select the same from the browser by pressing the <F4> or clicking on the button all the details are displayed.

The **Category code** is non-editable. All other fields can be edited by clicking on the respecting fields and making the necessary changes. Once the changes are made click on the ***<Save>*** button to confirm the changes

How to Print a Category List

Click on the ***<Master>*** on the main menu and click the ***<Category>***.from the drop down menu list.

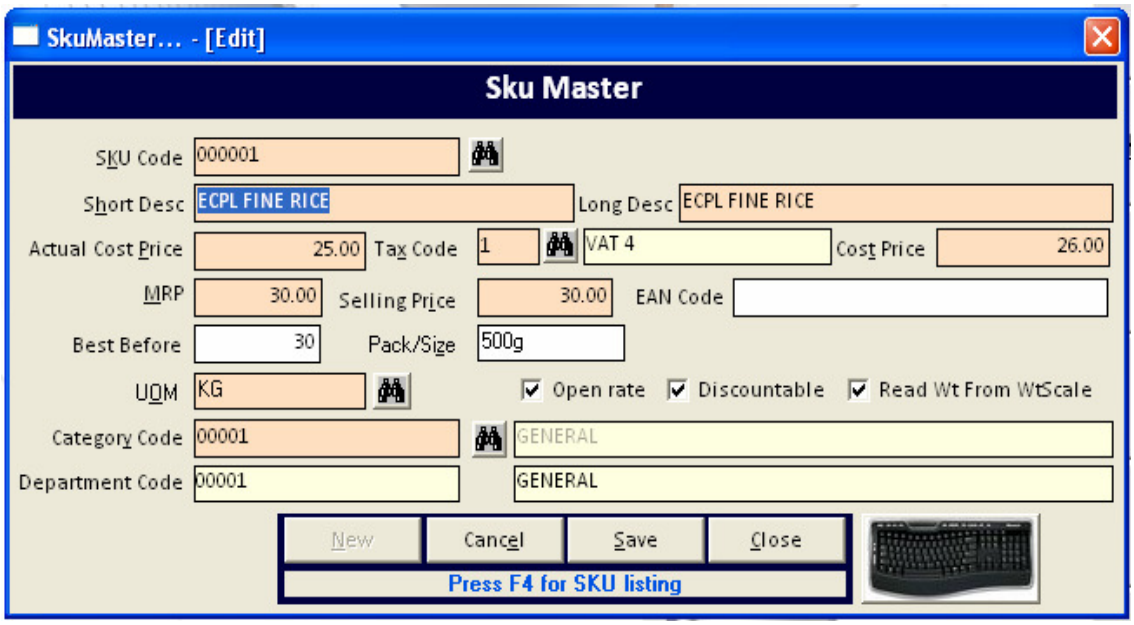
Click on the ***<Print>*** button and a list of **Category** is printed

1.7. SKU Master

A SKU is also known as Stock Keeping Unit/Item or a product. An SKU will have a unique code to identify easily in all the transactions.

Add New SKU

Click on the ***<Master>*** on the main menu and click the ***<SKU>***.from the drop down menu list.



Click on the ***<New>*** button

SKU code If the Auto code generation is selected for **SKU** in the **configuration module** the SKU code will be generated and displayed.

In case Auto code generation has not been selected, please key in SKU code you wish to create. The SKU code can be of maximum 15 characters.

Short Description key in the short description of the SKU name you wish to create. The Short description is used to print in the bill/receipt at the time of billing. The short description can be of maximum 30 characters.

Long Description Key in the Long Description of the SKU name you wish to create. The Long description is used to print in the reports. The Long description can be of maximum 70 characters.

Actual Cost Price Actual Cost Price is the price before Tax if any. The same will be calculated based on the tax code selected while creating the SKU.

Tax Code Tax Code needs to be selected using the browser if the item being created is taxable. The Tax will be automatically calculated by the system.

Cost Price	Enter the Cost of the SKU. The Cost Price is exclusive of tax amount.
MRP	Enter the Maximum Retail Price of the SKU.
Selling Price	Enter the Selling Price at which you want to bill the Customer.
EAN Code	EAN (European Article Number) or Barcode Number. Most of the brought out products will carry the EAN code. On scanning the EAN of the said product in the billing the application will automatically display all the necessary details of the product like SKU Code, Price etc.
Best Before	Enter the number days for the product in which it has to be Used/Consumed.
Pack Size	Enter the Pack Size of the product. This can be printed on barcode.
UOM	Select the UOM by clicking the browser to identify the unit of measurement in which the SKU will be sold.
Open Rate	If this option is checked while creating an SKU the application will allow the authorized User to change the SKU price at the time of billing.
Discountable	If this option is checked while creating an SKU the application will allow the authorized User to give discount for the SKU at the time of billing.
Read WT from WT Scale	If this option is checked, then the application will automatically search for the weight from the connected weighting scale.
Category Code	Select the respective Category Code to be linked to the said SKU by clicking the browser.
Department Code	Select the respective Department Code to be linked to the said SKU by clicking the browser.

To save the changes click on the ***<Save>*** button.

You can use the Key Board Button for the data entry if you are using a Touch Pos System.

How to edit a SKU

Click on the ***<Master>*** on the main menu and click the ***<SKU>***.from the drop down menu list.

Click on the ***<Edit>*** button

Key in the **SKU Code** or select the same from the browser by pressing the <F4> or clicking on the button all the details are displayed.

The **SKU code** is non-editable. All other fields can be edited by clicking on the respecting fields and making the necessary changes. Once the changes are made click on the ***<Save>*** button to confirm the changes

How to Print a SKU List

Click on the ***<Master>*** on the main menu and click the ***<SKU>***.from the drop down menu list.

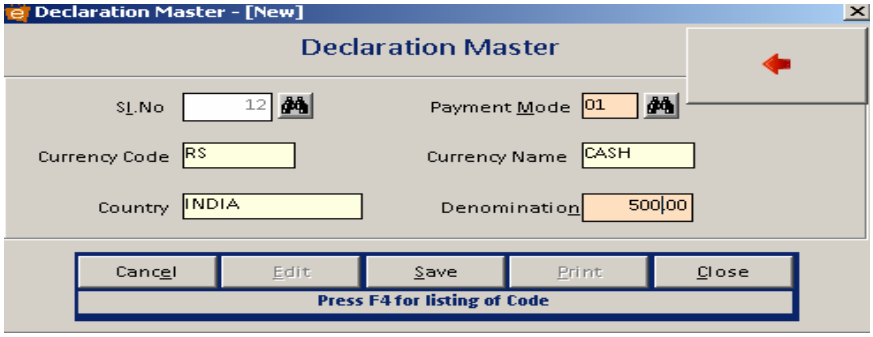
Click on the ***<Print>*** button and a list of SKU is printed

1.8. Declaration Master

Declaration is used to create the different denominations of the currency in use. This is useful during the close of shift to enable the cashier to declare the various denominations available with him and arrive at the total value of sales done during his shift.

Add New Declaration Master

Click on the ***<Master>*** on the main menu and click the ***<Payment Modes>***.from the drop down menu list.



Click on the ***<New>*** button

SL. No. This is an auto generated number and is only for display.

Payment Mode key in the payment mode code or select the Payment mode from the browser by pressing **<F4>** the following is displayed
[Currency Code /Currency Name /Country]

Denomination key in the denomination of the currency you want to create.

To save the details click on the ***<Save>*** button.

How to edit a Declaration Master

Click on the ***<Master>*** on the main menu and click the ***<Declaration Master>***.from the drop down menu list.

Click on the ***<Edit>*** button

Key in the **Sl No.** or select the **Sl No.** from the browser by pressing the <F4> or clicking on the button all the details are displayed. Except the **Denomination** all other's are non –editable.

How to Print a Declaration List

Click on the ***<Master>*** on the main menu and click the ***<Declaration Master>***.from the drop down menu list.

Click on the ***<Print>*** button and a list of Declaration Master is printed.

1.9. REASON MASTER

Reason Master is used to define all the Reasons for your Sales Returns. This is used in the billing/Sales application when ever a Customer returns back the items which he has purchased. On doing the refund in Sales the application will prompt to select a valid Reason for the sales returns.

Add New Reason

Click on the ***<Master>*** on the main menu and click the **< Reason >**.from the drop down menu list.

Click on the ***<New>*** button

Reason code	**Enter Reason** code, **Reason** code can be of maximum 2 characters.
Reason Name	key in the **Reason** name you wish to create. The **Reason** name can be of maximum 20 characters.

How to edit a Reason

Click on the ***<Master>*** on the main menu and click the **<Reason>**.from the drop down menu list.

Click on the ***<Edit>*** button.

Key in the **Reason Code** or select the same from the browser by pressing the <F4> or clicking on the button all the details are displayed.

The **Reason code** is non-editable. All other fields can be edited by clicking on the respecting fields and making the necessary changes. Once the changes are made click on the ***<Save>*** button to confirm the changes

How to Print a Reason List

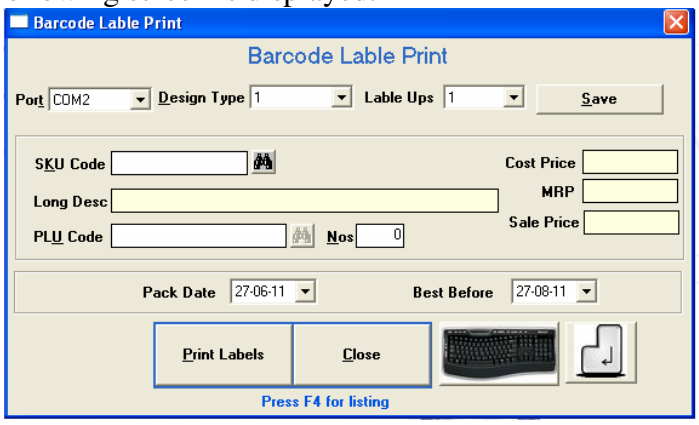
Click on the ***<Master>*** on the main menu and click the **< Reason >**.from the drop down menu list.

Click on the ***<Print>*** button and a list of **Reason** is printed.

1.10. Barcode Label Print.

This module is used to print barcodes labels for non-barcoded items and for the grocery item packed at the store.

To print Barcode Labels, Click on the **<Masters>** on the main menu and select **<Barcode Printer>** option, then the following screen is displayed.



Here, you need to set the Barcode printer settings initially for the first time, there after you can directly print the required barcodes.

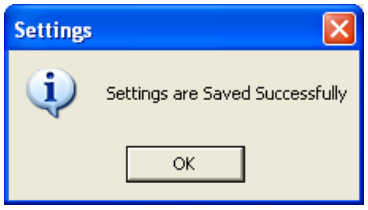
Barcode Printer Setting

Port : Select the Port to which the barcode printer is connected from the dropdown list provided.

Design Type : Select the Barcode Design type which is defined while integration of barcode PRN file.

Lable Ups : Select the Lable type used. **(it used in 2ups /3 Ups/4ups)**

After the settings are completed, click on the **<Save>** button. The setting get saved and the following confirmation message will be display.



Barcode Label Printing

SKU Code : Key In the SKU Code or select from the browser by click on it or by pressing **<F4>** key, and select the required code. And press **<Enter>** key, the cursor will highlight at[**Nos**] & it will display all details of the SKU.

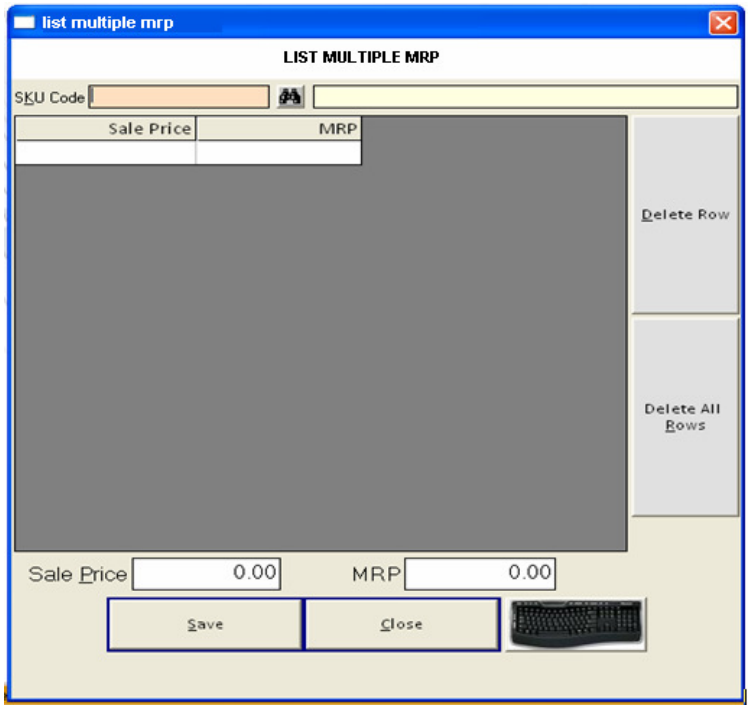
NOs : Enter the quantity for the labels to be printed and press **<Print Labels>** button or press **<Alt+P>** key.

Use the Key Board short cut key for the Data Entry if you are using the TOUCH POS.

1.11. Multiple MRP for Single SKU

This is used to update multiple MRP's for single SKU, this is useful for maintaining multiple mrps which will be useful while billing. This will get updated from SKU Master also.

To update MRP, Click on the **<Master>** in the main menu and select **<Multiple MRP>** option, then the following screen will be displayed.



Key In the SKU Code or select from the browser by clicking on it or by pressing **<F4>** key, and select from the list and press **<Enter>** key.

Then available Sale Prices /MRP's will be displayed in the screen, to enter a new MRP click at the [**MRP**] field and Key In the new MRP.

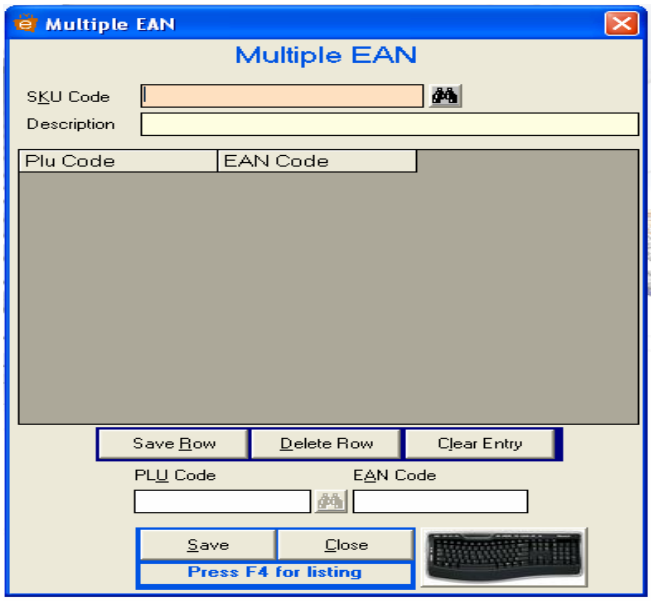
Save	**:**	Click on the save button to get the MRP Updated.
Delete Row	**:**	Use this button, if you wish to delete a single row from the list, select the line and click on the <Delete Row> button.
Delete All Rows	**:**	Use this button, if you wish to delete all the rows from the list.

Use the Key Board short cut key for the Data Entry if you are using the TOUCH POS.

1.12. Multiple EAN for Single SKU

This is used to update multiple EAN's for single PLU, this is useful for maintaining multiple EANs which will be useful while billing.

To update EAN, Click on the **<Master>** in the main menu and select **<Maintain Multiple EAN>** option, then the following screen will be displayed.



Key In the SKU Code or select from the browser by clicking on it or by pressing **<F4>** key, and select from the list and press **<Enter>** key.

Then available [**PLU Code /EAN Code**] will be displayed in the screen, to enter a new EAN. click at the [**PluCode**]

PLUCode : Key in the PLU Code or Select from the browser by clicking on it or by pressing **<F4>** key, and select from the list and press **<Enter>** key.

EAN Code : Key in the new EAN Code or Scan the same, and press **<Enter>** key.

Click on the **<Save>** button to get the new EAN Code Updated.

Save Row : Key in the (**PluCode/ EANCode**) and click on **<Save Row>**, it will get added to the list above.

Delete Row : Use this button, if you wish to delete a single row from the list, select the line and click on the **<Delete Row>** button.

Clear Entry : Use this button, if you wish to clear the entered details.

Use the Key Board short cut key for the Data Entry if you are using the TOUCH POS.

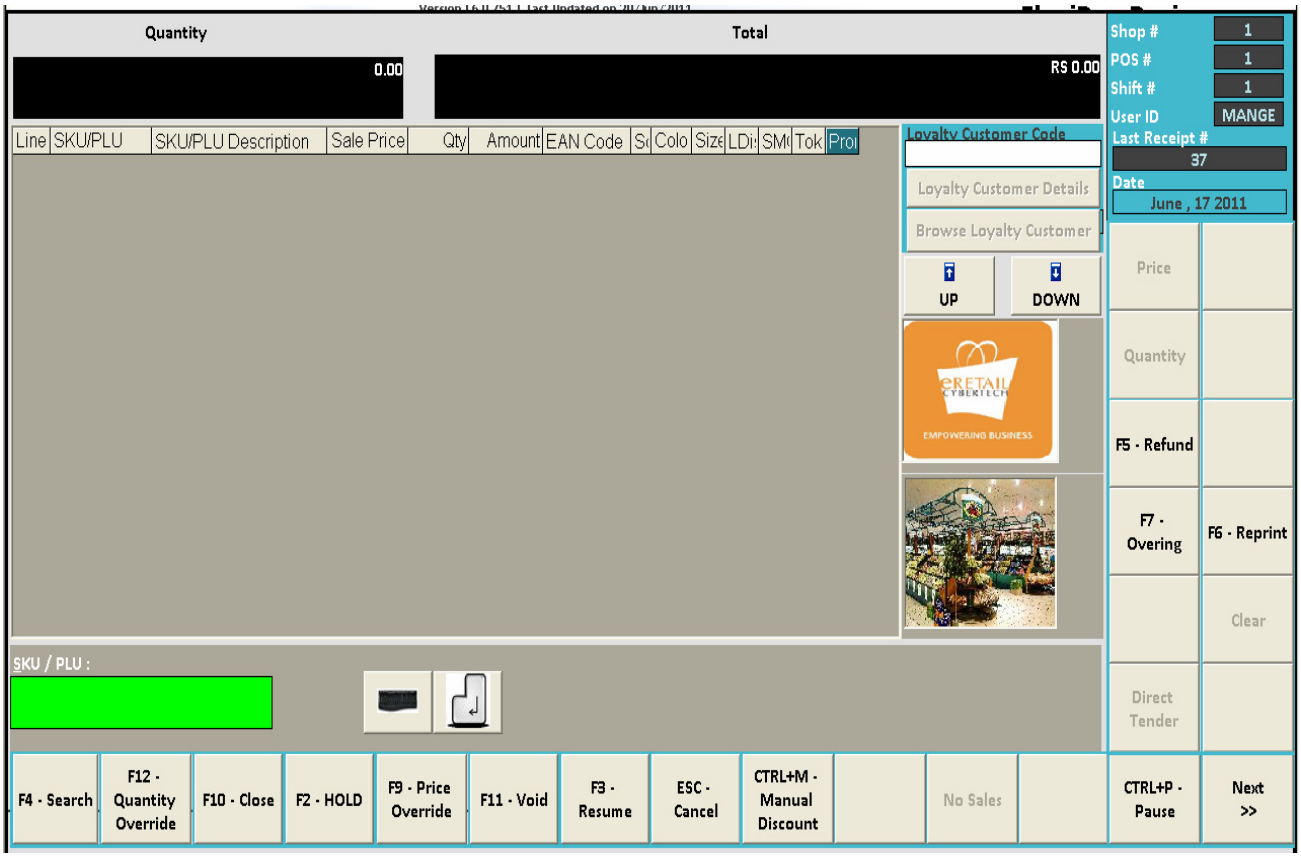
SALES (Billing)

2.1. BILLING

After logged in to the application, you will find the Billing button on the screen.

To start billing click on the ***<Billing>*** button the following welcome screen is displayed

Click on the ***<Continue>*** button to proceed for billing and the following Sales Menu is displayed, as shown below…



2.1.1. How to add SKU's for billing

The details displayed in the billing screen as shown above are as follows:

1. **Line #** the line number
2. **SKU/PLU Code** Displays the SKU code
3. **SKU/PLU Description** Displays the SKU description
4. **Sale Price** Displays the Sale Price
5. **Qty** Displays the Quantity.
   [By default when selecting a SKU the Quantity will be 1]
6. **Amount** Displays the sum of Sale Price * Qty
7. **EAN** Displays the EAN number

There are different ways of adding a SKU as mentioned follows:

- **Scanner mode -** Scan the barcode of the SKU and if it is a valid code the details are displayed

- **Enter SKU Code-**Type the SKU code and press the ***<Enter>*** key and if it is a valid code the details are displayed

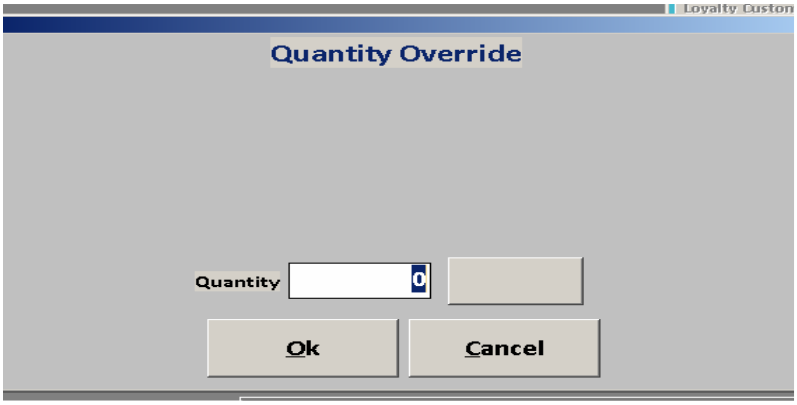
- **Search Mode -** Here again we have two modes, in the first mode, type the first few characters of the SKU and press the ***<Enter>*** key, all SKU's starting with the characters typed will be displayed on the screen, using the ***<Arrow>*** keys you can select the desired SKU and press the ***<Enter>*** key and the details are displayed.

Alternatively you can press on the ***<Search>*** button or the ***<Pre configured key assigned for search>*** in **Key Mapping Module** the default key for **<Search>** is the ***<F4>*** key. Once you have selected ***<Search>*** **AS MENTIONED ABOVE THE QUANTITY WILL BE 1 WHEN SKU IS SCANNED OR SELECTED.**

2.1.2. Quantity Override

How to enter additional Quantity to last SKU scanned

1. Scan the SKU multiple times till the **QTY** is up to the desired quantity.
2. Alternatively you can click on the ***<Quantity Override>*** button or the press ***<Pre configured key assigned for Quantity Override>*** in **Key Mapping Module** the default key for ***<Quantity Override>*** is the ***<F12>*** key, then the following screen is displayed.



Key in the desired Quantity and click on the ***<Ok>*** button and the quantity is changed.

How to enter additional Quantity previously scanned SKU

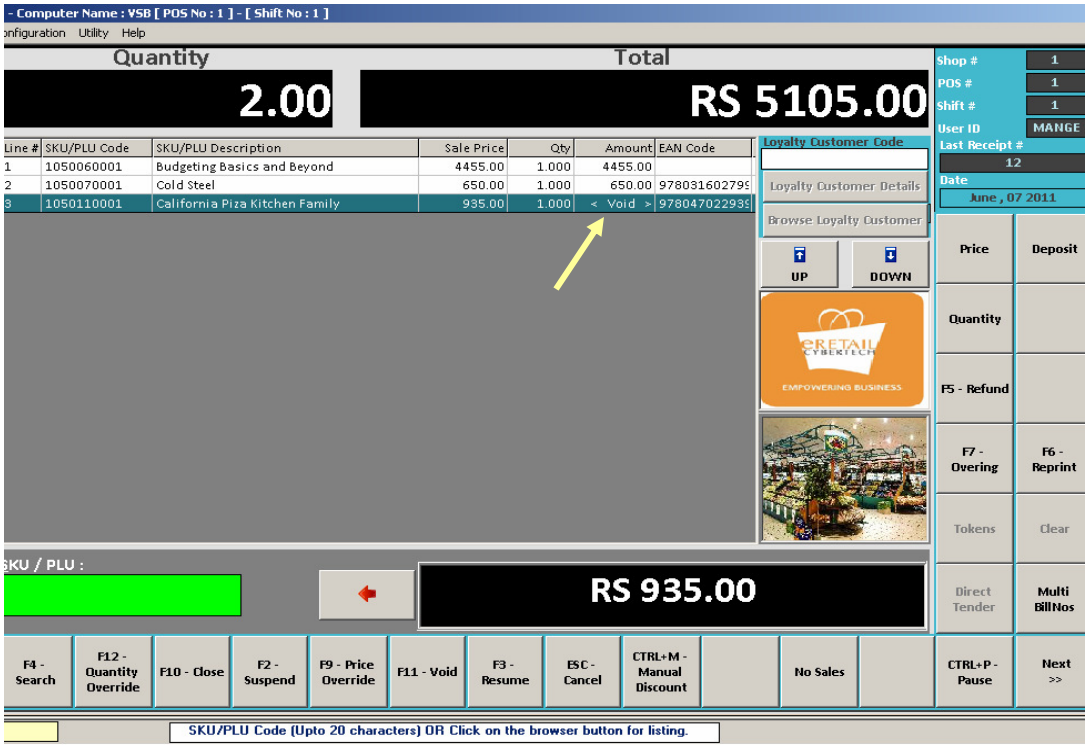
In case you want to change the Quantity of a previously scanned SKU other than the last scanned SKU, first key in the **Line No** of the desired SKU. at the **SKU/PLU box** and then follow the first or second method mentioned above.

2.1.3. VOID /CANCEL

How to Void/Cancel a scanned SKU

To Void last scanned SKU, click on the ***<Void>*** button or press the ***<Pre configured key assigned for Void>*** in **Key Mapping Module** the default key for ***<Void>*** is the ***<F11>*** key.

Once done the last scanned SKU is Voided and you can see the **<Void>** in the Amount column of the last scanned SKU as displayed in the below screen.


- Computer Name : VSB [POS No : 1] - [Shift No : 1]
Quantity
2.00
Total
RS 5105.00
Line # | SKU/PLU Code | SKU/PLU Description | Sale Price | Qty | Amount | EAN Code
1 | 1050060001 | Budgeting Basics and Beyond | 4455.00 | 1.000 | 4455.00
2 | 1050070001 | Cold Steel | 650.00 | 1.000 | 650.00 | 978031602795
3 | 1050110001 | California Piza Kitchen Family | 935.00 | 1.000 | < Void > | 978047022935
Loyalty Customer Code
Loyalty Customer Details
Browse Loyalty Customer
UP
DOWN
Shop # 1
POS # 1
Shift # 1
User ID MANGE
Last Receipt # 12
Date June , 07 2011
Price
Deposit
Quantity
F5 - Refund
F7 - Overing
F6 - Reprint
Tokens
Clear
Direct Tender
Multi BillNos
SKU / PLU :
RS 935.00
F4 - Search
F12 - Quantity Override
F10 - Close
F2 - Suspend
F9 - Price Override
F11 - Void
F3 - Resume
ESC - Cancel
CTRL+M - Manual Discount
No Sales
CTRL+P - Pause
Next >>
SKU/PLU Code (Upto 20 characters) OR Click on the browser button for listing.

In case you want to void a previously scanned SKU (other than the last scanned SKU), then key in the desired **Line No** SKU at the **SKU/PLU box** and then follow the step mentioned above.

To Un-Void the voided item, follow the same process as explained above only for the voided SKUs.

2.1.4. CLOSE /TENDER

How to Close/Tender a Bill

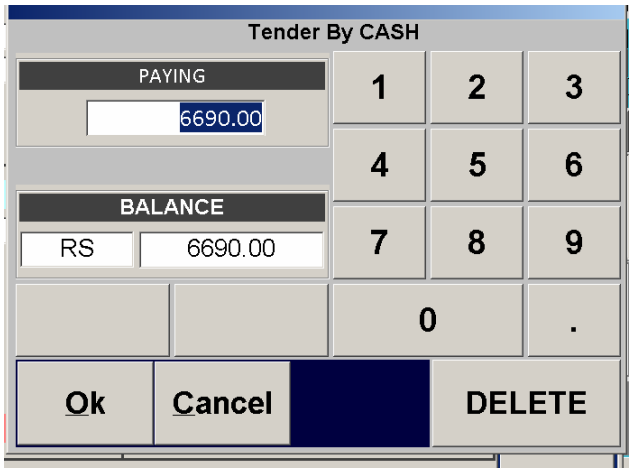
On scanning all SKU's you can Close the bill in two ways

- **Direct Tender Single payment mode**

In this mode the payment is tendered on the default payment mode (generally Cash mode) defined in the **System Setup module**. Key in the amount received in the **SKU/PLU box** and click on the ***<Direct Tender>*** button or the ***<Pre configured key assigned for Direct Tender>*** in **Key Mapping Module** the default key for ***<Direct Tender>*** is the **<**>** key, in case the tendered amount is more than the bill the **Change** is displayed and the bill is printed.

- **Multiple mode of payment or non default mode of payment**

Within a single bill 6 modes of payment can be made accepted. To do the multiple tender click on the ***<Close>*** button or the ***<Pre configured key assigned for Close>*** in **Key Mapping Module** the default key for ***<Close>*** is the ***<F10>*** key. On selecting the **<Close>** button the following screen is displayed.

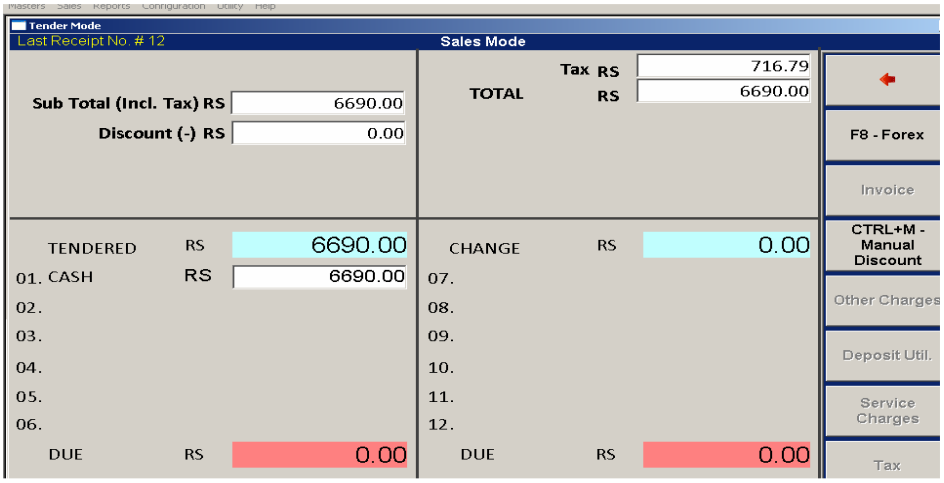


The default payment mode is displayed (Cash)

Paying - By default it will display the bill value, the actual amount tendered can be keyed in here.

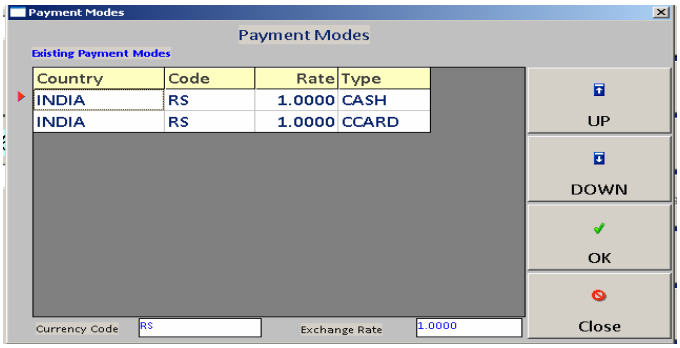
Balance - Display the balance amount to be paid back to the customer.

The bill can be tendered as it is with the default payment mode by pressing the ***<OK>*** button. Or if the default payment is not going to be use in this transaction press on the ***<Cancel>*** button and the following screen is displayed.

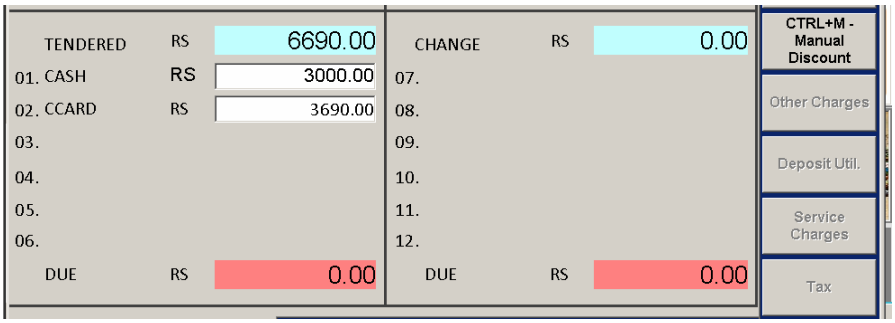


From the above screen, click on ***<Forex>*** or press ***<F8>*** button to select the mode of payment you want to tender. From the list displayed as shown in the below screen select the payment mode and click on the ***<OK>*** button and enter the amount to be tendered for this mode of payment and again press the ***<OK>*** button.

In case you need to select multiple mode, repeat the above process until the tender amount is equal or greater than the Bill amount



The below screen shows a example of 2 modes of payments. Once the tendered is equal to or greater than the bill amount, press the ***<Close>*** key to print the bill and proceed to the next transaction.

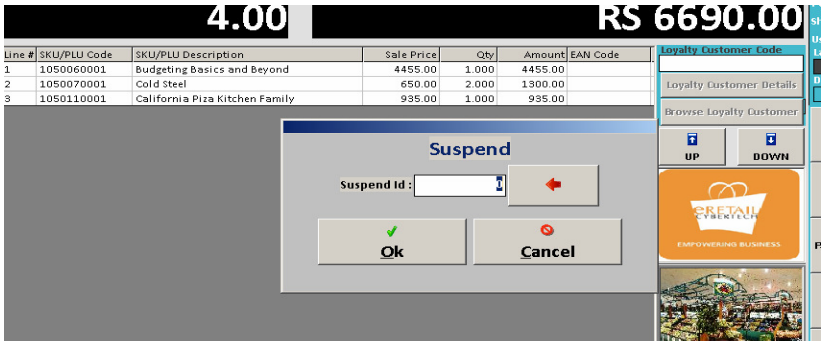


2.1.5. SUSPEND /RESUME

How to Suspend a Transaction

Some time it is required that a running transaction has to be suspended for the time being and resumed at a later time during the business day.

Press on the <***Suspend***> button or the <***Pre configured key assigned for Suspend***> in Key Mapping Module the default key for <**Suspend**> is the <***F2***> key. Once you have selected <***Suspend***> the following screen is displayed..

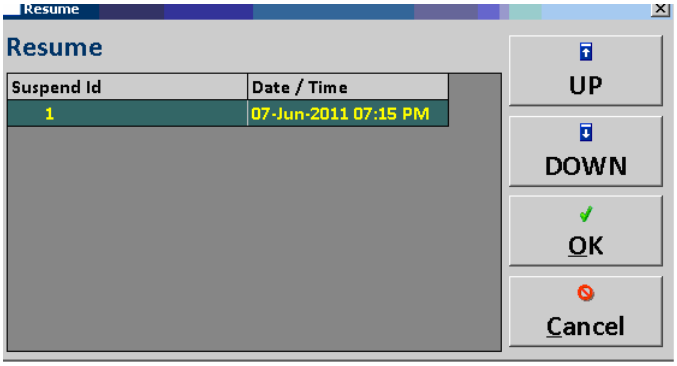


You can give a reference number by which it can be resumed at a later stage and press on the **<*OK*>** button.

NOTE: as suspend slip can be printed if the same has been configured in the **System setup module**

How to Resume a Suspended bill

Press on the **<*Resume*>** button or the **<*Pre configured key assigned for Resume*>** in **Key Mapping Module** the default key for **<Resume>** is the **<*F3*>** key. Once you have selected **<*Resume*>** the following screen is displayed.



It displays all the bills which have been suspended. Select the bill to be resumed and click on the <OK> button and the bill is resumed and ready for further scanning of SKU's or for tendering.

2.1.6. PRICE OVERRIDE / MANUAL DISCOUNT

How to Change Price of SKU (Price Override)

The price of an SKU can be changed only if the **Open Rate** has been enabled in the **SKU Master**

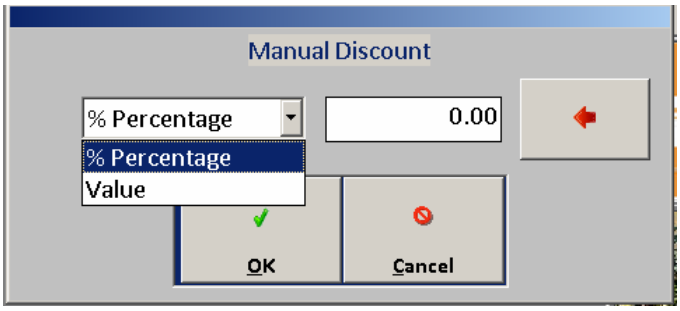
Press on the ***<Price Override>*** button or the ***<Pre configured key assigned for Price Override>*** in **Key Mapping Module** the default key for **<Price Override>** is the ***<F9>*** key. Once you have selected ***<Price Override>*** the following screen is displayed.

Key in the new price and click on the ***<OK>*** button.

How to give Line Item (Manual Discount)

A discount can be given to an SKU only if the **Discountable** has been enabled in the **SKU Master**

Press on the ***<Manual Discount>*** button or the ***<Pre configured key assigned for Manual Discount>*** in **Key Mapping Module** the default key for ***<Manual Discount>*** is the ***<Ctrl+M>*** key. Once you have selected ***<Manual Discount>*** the following screen is displayed.



There is an option to give either a percentage discount or value discount, select the one you want to use and press the ***<Enter>*** key and keyin the % or value and again press the ***<Enter>*** key and click on the ***<OK>*** button.
(In the sample shown below, is of a percentage discount was given for line item no 2.)

Line #	SKU/PLU Code	SKU/PLU Description	Sale Price	Qty	Amount	EAN Code
1	1050060001	Budgeting Basics and Beyond	4455.00	1.000	4455.00	
2	1050070001	Cold Steel 2.00 * @ 1170.00 (650.00 disc by 10.00	650.00	2.000	1170.00	
3	1050110001	California Piza Kitchen Family	800.00	1.000	800.00	

3. REPORTS

3.1. Hourly Sales Report

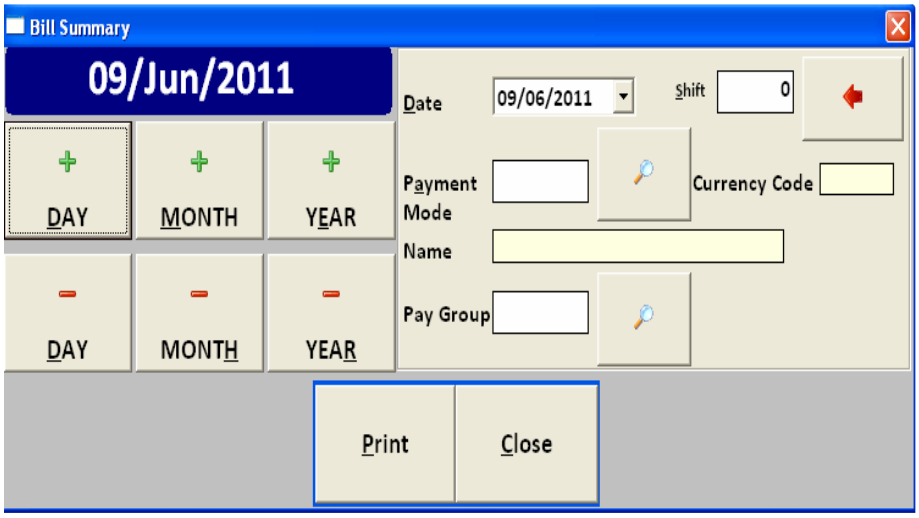
The Hourly Sales Report displays the Sales data on an hourly basis. This report will help the management in analyzing sales position of each item sold.

Click on the **<Reports>** on the main menu and click the **<Hourly Sales Report>**.from the drop down menu list.

Click on the ***<Print>*** button to get the report printed.

3.2. Bill Summary Report

Click on the **<Reports>** on the main menu and click the **<Bill Summary Report>**.from the drop down menu list



Select the day, month and year for which you need to view the report.

Click on the ***<Print>*** button to open the view the report.

This report can be generated based on the payment mode wise also.

3.3. Pay In Pay Out Report

Pay In / Pay Out report is generated to know the details of Payment /Receipts done during the day other then the sales.

Click on the **<Reports>** on the main menu and click the **<Pay In/ Pay Out>**.from the drop down menu list

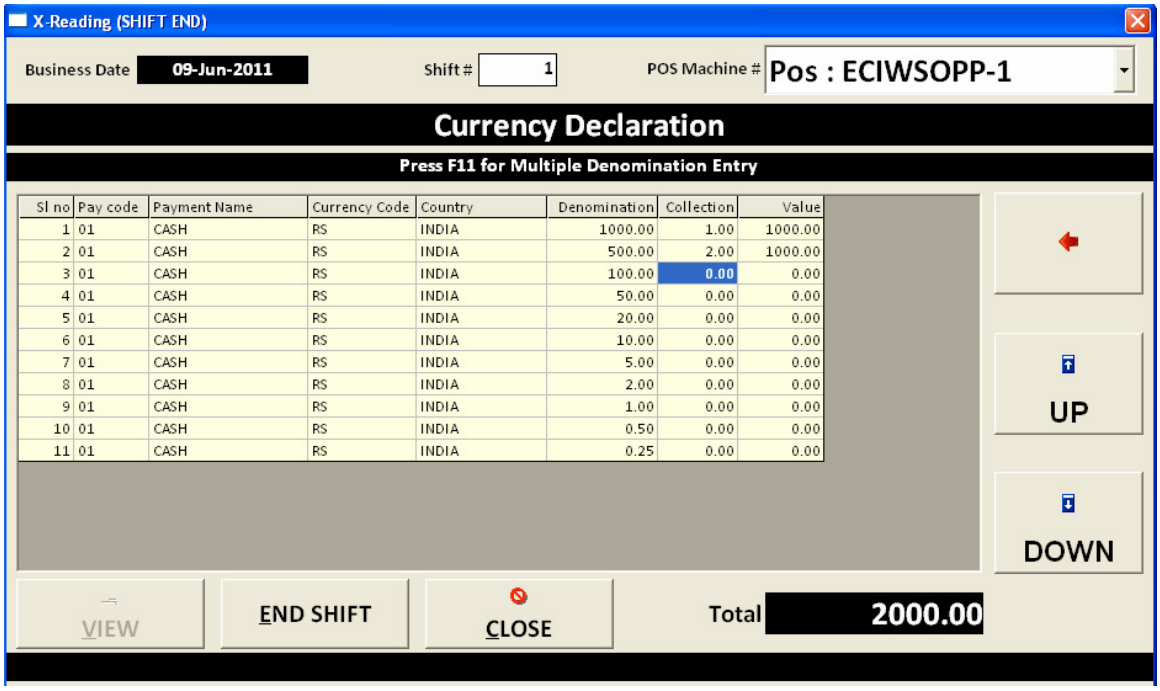
Select the Day, Month and Year for which you need to view the report.

Click on the ***<Print>*** button to open the view the report.

3.4. X Reading (Shift End) Report

Click on the **<Reports>** on the main menu and click the **<X Reading>**.from the drop down menu list.

The below currency declaration screen will be displayed. Here you need to click the collection column row to enter the denomination details as per the collections done during the said shift.



Sl no	Pay code	Payment Name	Currency Code	Country	Denomination	Collection	Value
1	01	CASH	RS	INDIA	1000.00	1.00	1000.00
2	01	CASH	RS	INDIA	500.00	2.00	1000.00
3	01	CASH	RS	INDIA	100.00	0.00	0.00
4	01	CASH	RS	INDIA	50.00	0.00	0.00
5	01	CASH	RS	INDIA	20.00	0.00	0.00
6	01	CASH	RS	INDIA	10.00	0.00	0.00
7	01	CASH	RS	INDIA	5.00	0.00	0.00
8	01	CASH	RS	INDIA	2.00	0.00	0.00
9	01	CASH	RS	INDIA	1.00	0.00	0.00
10	01	CASH	RS	INDIA	0.50	0.00	0.00
11	01	CASH	RS	INDIA	0.25	0.00	0.00

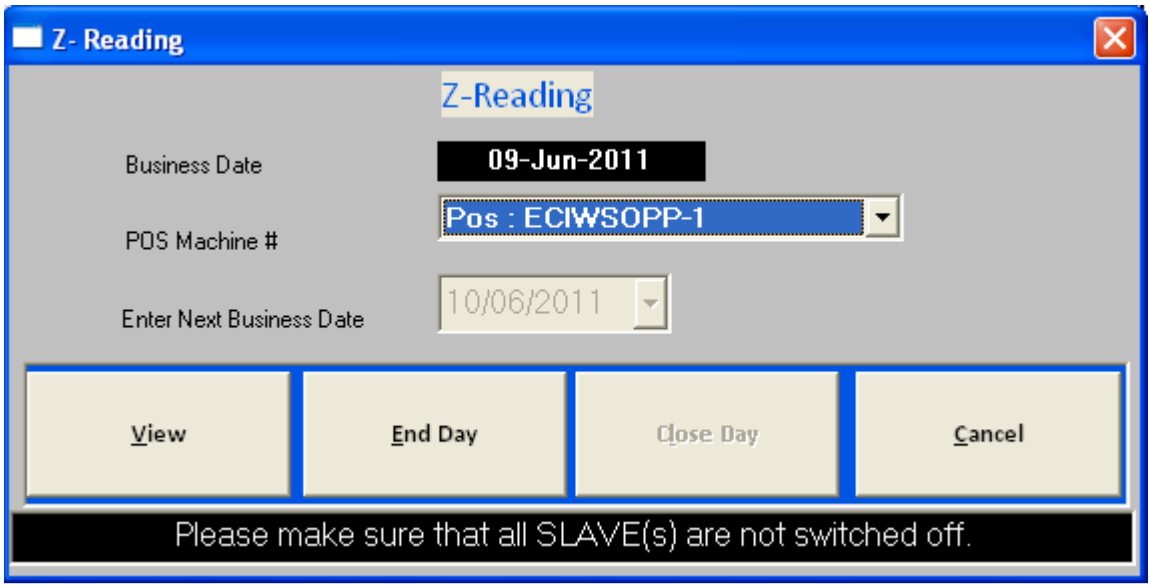
Click on the ***<End Shift>*** button to close the shift and the application will generate a report giving the details of sales happened during this particular shift.

You can also view the shift end report before ending the shift. For this you need to click**<View>**.

The above report will be generated only at the time of performing the shift end.

3.5. Z Reading (Day End) Report

Click on the **<Reports>** on the main menu and click the **<Z Reading>**.from the drop down menu list.



Click on the ***<End Day>*** button to close the day and the application will generate a report giving the details of sales happened during the entire day.

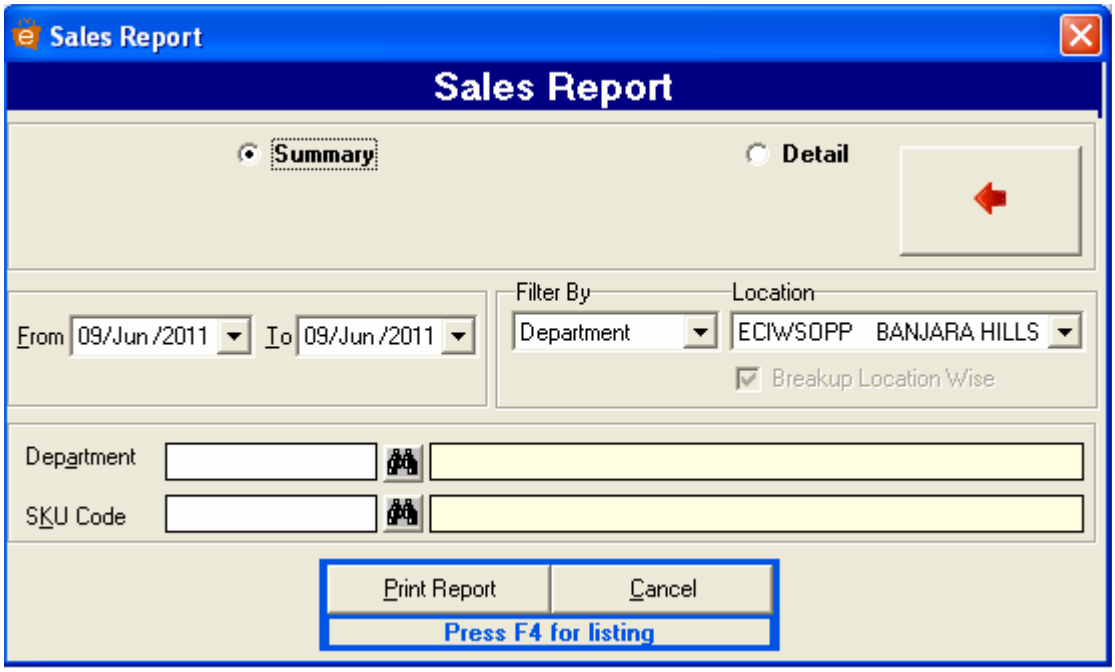
You can also view the day end report before doing the Dayend. For this you need to click**<View>**.

The above report will be generated only at the time of performing the end day process..

Once you do the day end the **business date** gets changed to next business date.

3.6. Sales Report

Click on the **<Reports>** on the main menu and click the **<Sales Report>**.from the drop down menu list.



Sales reports are of two types. They are "**Summary**" and "**Detail**". Select the one you need to view.

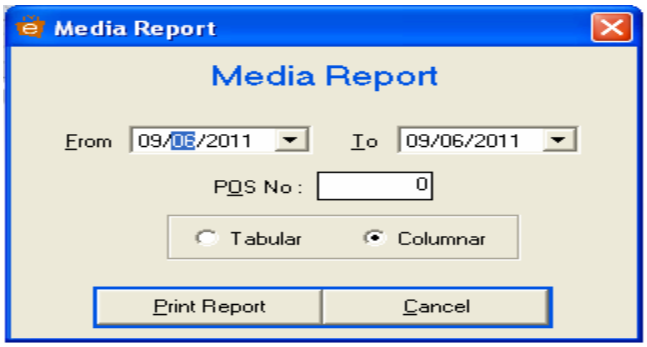
The report can be viewed using the "**Filter By**" option. Need to select the filter by clicking the drop down arrow.

Select the "**From**" date and "**To**" date.

Click on the ***<Print>*** button to open and view the report.

3.7. Media Report

Click on the **<Reports>** on the main menu and click the **<Media Report>**.from the drop down menu list



Select the "**From**" date and "**To**" date for which you need to view the report. Click on the ***<Print>*** button to open the view the report. This report can be generated based on the payment mode wise sales amount.

3.8. Tax Report

Click on the **<Reports>** on the main menu & select **<Tax Report>**.from the drop down menu list.

Tax reports are of four types. They are "**Summary**" and "**Detail**" and **Tax Group** and **Group.** Select the one you need to view.

The report can be viewed using the **"Filter By"** option. Select the filter by clicking the drop down.

The above report will display all the Tax details with respect to the sales happened for the selected dates.

Select the "**From**" and "**To**" date. Click on the ***<Print>*** button to open and view the report.

Configuration

4.1. SYSTEM SETUP

4.1.1. COMPANY SETUP

To make changes to the company settings click on the **Configuration** on the main menu panel and select **System Setup** options. In the **System Setup** by default **Company Details** screen is displayed.

Shop Name : You can key in your Shop name here. **The shop name cannot be changed once the license is registered.**

Address : You can key in the address of the shop. A maximum of 3 lines with up to 40 characters per line can be entered. This can be changed as and when required. This will also be printed on the bill.

POS No. : This is the number you have SET for the POS counter & can not be changed.

Shift No. : This displays the current shift no and cannot be changed.

Location : This is the **Location Code** and name created at the time of installation and cannot be changed

Receipt Message : This is the message that will be printed at the end of the bill. You can define 3 lines as standard message. In case you want to additional lines to be printed for the footer there is an option in the **Bill configuration** module.

Receipt No : This is a system generated running bill no. cannot be changed

Business Date : This displays the current business date and cannot be changed. This will change when you do the Z-reading (Dayend)

Suspend No : This is again a system generated number and cannot be changed.

LST Number : The Local Sales Tax No. can be stored here which will be printed on the bill.

CST Number : The Central Sales Tax can be stored here and the same is printed on the bill

Auto Generate Code :

Department : Enable this to generate auto code for department code
Category : Enable this to generate auto code for Category code
SKU : Enable this to generate auto code for SKU code

NOTE : Auto code should be enabled before creating any DEPARTMENT, CATEGORY or SKU. And once Enabled, it cannot be Disabled. Please ensure before you enable the option .

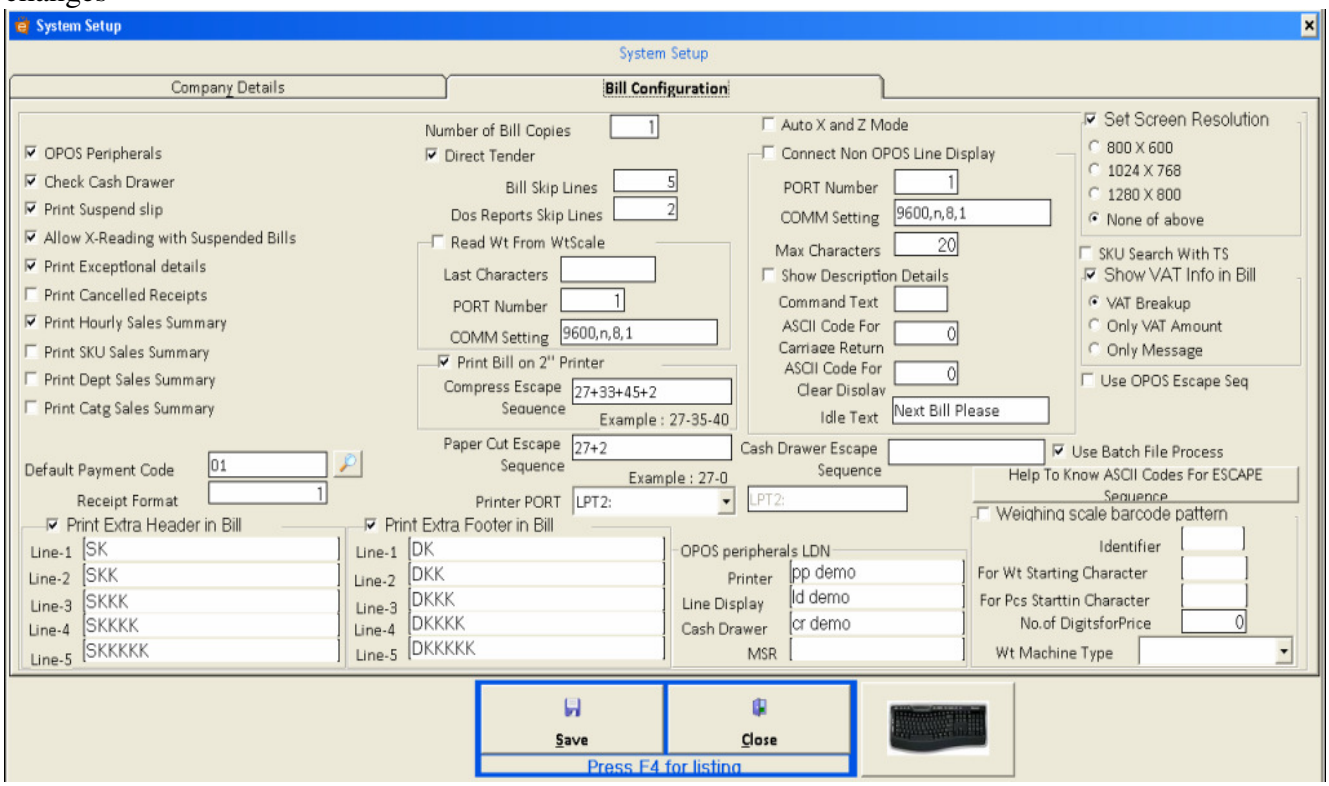
Maintain Multiple MRP : Enable this to Maintain Multiple MRP for single SKU.

Maintain Multiple EAN for Single PLU : Enable this to Maintain Multiple EAN for single SKU/PLU. We can link multiple EAN to a single PLU.

Maintain Unique EAN : Enable this to maintain Unique EAN, like you can give same EAN to multiple SKU's.

4.1.2. BILL CONFIGURATION

To make changes to the Bill configuration click on the **Configuration** on the main menu panel and select **System Setup** options. In the **System Setup** click on the **Bill configuration** tab to make changes



OPOS Peripherals : Enable this if your peripherals are OPOS compatible. {***If enable ensure the OPOS drivers have been installed.***}

Check Cash Drawer : Enable this if a cash drawer is connected to the POS

Print Suspend Slip : Enable this to print a Slip when a bill is being put on hold.

Allow X-Reading with Suspended bills : Enable this if X-reading is to be allowed with bill still in suspended mode

Print Exceptional Details : Enable this to print exceptional transactions like Refund, Void and discount in the **X-Reading** report. It will print the bill No, Time & Value.

Print Cancelled Receipts : Enable this to print a receipt when a cashier uses the ***<Cancel>*** button after starting a transaction in the billing mode. This option is to ensure that any bill canceled without the transaction being completed is captured for validation purpose. The no. of such transactions are also printed in the **X-reading** report.

Print Sales Summary:

Hourly Sales : Enable this to print the Hourly sales summary in Z-reading report

SKU Sales : Enable this to print the SKU sales summary in Z-reading report

Department Sales : Enable this to print the Dept sales summary in Z-reading report.

Category Sales : Enable this to print the Category sales summary in Z-reading report

Default Payment Mode : You can define the default payment mode for billing in the system settings. This is captured during the product installation stage and can be changed here. When the ***<Direct Tender>*** is enabled and used during billing it will use the default payment mode set here.

Receipt format : Key In the receipt format number which you want to configure from the following 3 different type of formats:

1- This format will print 1 line per line item with the following details

```
--------------------------------------------
Description      Rate    Qty    Amount
--------------------------------------------
1111             555.00  1.000  555.00
--------------------------------------------
```

2- This format will print 2 line per line item with the following details

```
--------------------------------------------
Description
Code          Qty    Rate    Amount
--------------------------------------------
SOAP
0000010001    1.000  555.00  555.00
--------------------------------------------
```

3- This format will print 2 line per line item with the following details

```
--------------------------------------------
SKU             Description
Rate      MRP         Qty       Amount
--------------------------------------------
0000010001        SOAP
555.00    800.00      1.000       555.00
--------------------------------------------
```

No. of Bill copies : Set the number of bill copies to be printed during Tendering.

Direct Tender : Enable this to allow direct tender in billing

Bill Skip Lines : Key In the number of lines you want skip after bill print.

Dos Reports Skip Lines : Key In the number of lines you want skip after report print in dos related reports.(**Eg : Bill Summary /Pay In-Out /X & Z Readings)**

Read Wt from Weight Scale

Last Characters : Key In the last Characters to get the weight.
PORT Number : Key In the port number to which it is connected.
Comm Setting : Key In the Comm Buad Rate of the port. (**Ex: 9600,n,8,1**)

Print Bill on 2" Printer : Enable this to compress bill print to 2" from 3" & set the Compress escape sequence given by manufacturer.

Paper Cut Esc Sequence : Key in the Cut Sequence given by the manufacturer & set the port to which the printer is connected.

Printer Port : Select the appropriate port to which the printer is connected from the drop down list of ports. If you want to Key In port manually, then select **<Not Found>** option then the field will be editable.

Auto X & Z Mode : Enable to do the day closing directly without X & Z Reading.

Print Extra Header/Footer in Bill : Enables this to print extra line in the footer apart from the default 3 line allowed. A maximum of 5 extra lines can be printed along with the 3 default lines

Connect Non OPOS Line Display : Enable this if you are connected a Non-OPOS Line Display.

Port No./Comm Setting : Key In the PORT number and Comm Port Buad Rate and also the MAX Characters of the display.

Show Description Details : Enable this option if you want the SKU Description to be displayed on the pole display at the time of billing. And also set the following settings [**& Clear Display**] in the respective fields.

ASCII code for Carriage return : Key in the Ascii code for enabling carriage return at the end of the line.

ASCII code for Clear Display : Key in the Ascii code for clearing the display

Idle Text : Set the Message which you want to show in the pole display if the POS is Idle

Cash Drawer Esc Sequence : Key in the Esc Sequence to Open Drawer given by the manufacturer.

Set Screen Resolution : Enable this to configure the screen resolution as per the System resolutions, select the appropriate setting from the options. If not clear click on "**None of the above**"

SKU Search with TS : Enable this to get the search mode in the Touch Screen POS.

Show VAT Info in Bill : Enable this to get printed the VAT details as shown in the bill print. Select the required format options as briefed below.

- **VAT Breakup** : Tick this to print the Tax Breakup in the BILL.
- **Only VAT Amount** : Tick this to print only **Total VAT Amount** in the Bill.
- **Only Message** : Tick this to print only the Message as (Inclusive of Taxes)

Use OPOS Escape Sequence : Tick this to use the OPOS Escape Sequence for the POS Peripherals.

Use Batch File Process : Tick this to enable the Batch file Process for the POS Peripherals.

OPOS Peripherals LDN : Set the LDN Name defined in the OPOS settings for the [**Printer / Line Display / Cash Drawer /MSR**]

4.1.4. Weighing Scale Barcode Identifiers

Identifier : The identifier could be a character or special character and should be the 1st digit of the barcode. Using this identifier it will be recognized as a weighing scale bar code. **Example #**

Weight Identifier : This identifies the UOM of the item as Kilogram and this has to be the second digit of the barcode. It could be character or special character. **Example "K"**

Piece identifier : This identifies the UOM of the item as numbers and this has to be the second digit of the barcode. It could be character or special character. **Example "P"**

Weighing scale interface

There are 2 ways to interface from weighing scale, interface weighing scale and capture weight or scan bar code generated from weighing scale.

Capture weight from weighing scale

To capture weight of SKU from weighing scale you must ensure that "**Prompt for weighing scale"** is enabled when creating the SKU. To configure the Interface follow the steps mentioned below.

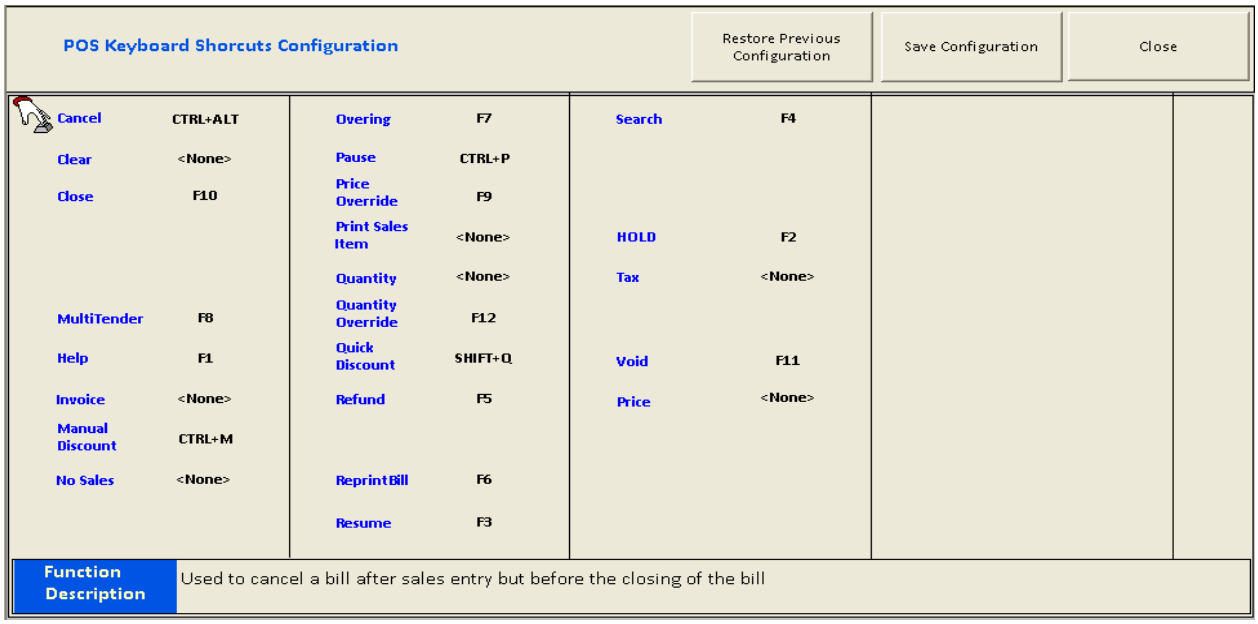
To scan from barcode generated from weighing scale

To capture the barcode generated from a weighing scale you have to ensure that the SKU code is 6 digits (should be exactly 6 digits). The following have to set which will identify the bar code is related to the weighing scale

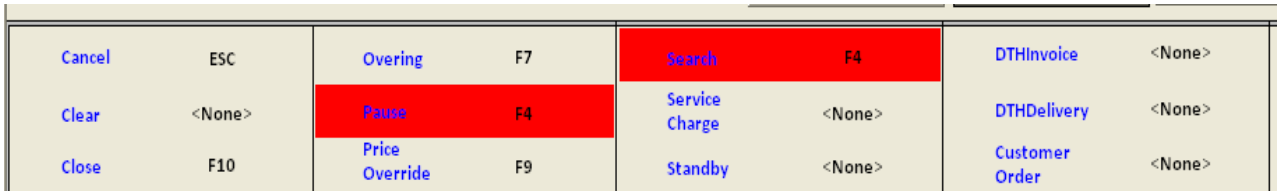
1. **Identifier**
2. **Weight or piece identifier**
3. **SKU code**
4. **Weight or piece as captured from weighing scale**
5. **Rate**

4.2. POS Functions Keys Mapping

For those who are using non touch POS machines, there is an option to configure the keyboard with various functions used in the billing like **Quantity override, void, direct tender** etc. The product comes with default key mappings as shown below



To configure the keys as per your individual needs to click on the **Configuration** on the main menu panel and select **Mappings** options and from the drop down select **Key Mapping**. The default mapping as shown in the above screen will be displayed. To make changes to any of the functions click on the particular function and press on the key to which you want to link this function. For example if you want to map Void function to **F12** function key, click on the **Void** function, the hand icon is displayed near the **Void** function now you press the function key **F12** and the function is mapped.



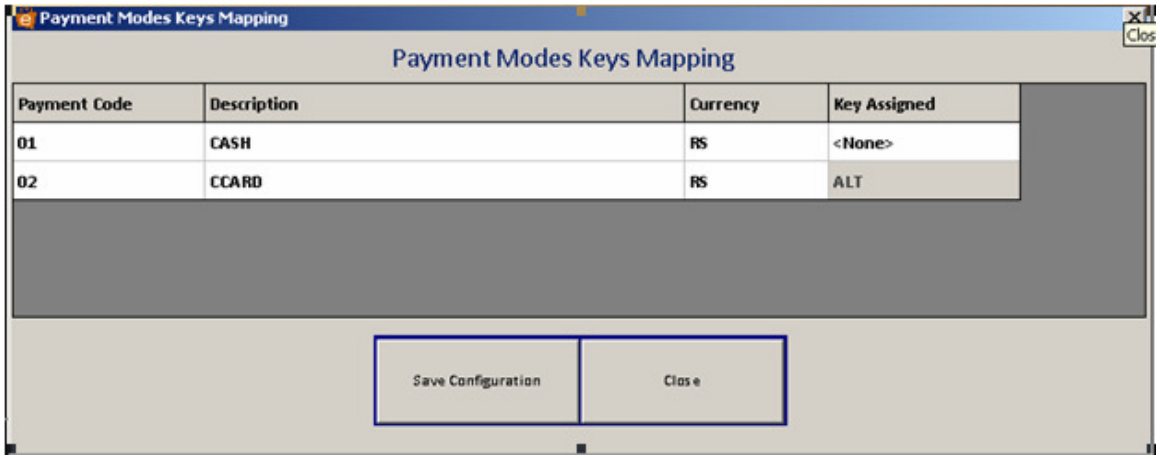
In case of duplicate key mapping both the functions to which you have allotted the key will be highlighted in **Red Colour** (as shown above) and you need to change one of the key assignment. To save the setting click on the ***<Save Configuration>*** button and click on the ***<Close>*** button.

4.3. Payment Mode Key Configuration

For those who are using non touch POS machines, there is an option to configure the **Payment mode** as hot keys.

To configure the **Payment modes** as hot keys.

Click on the **<Configuration>** in the main menu and select **<Mapping>** and **<Payment Mode Key Mapping>,** you can see the following screen.



The above screen displays all the **Payment modes** that have been created in the Payment Mode Master.

To Assign a Hot Key for a given payment mode, click on the payment mode and press the key you want to assign as hot key.

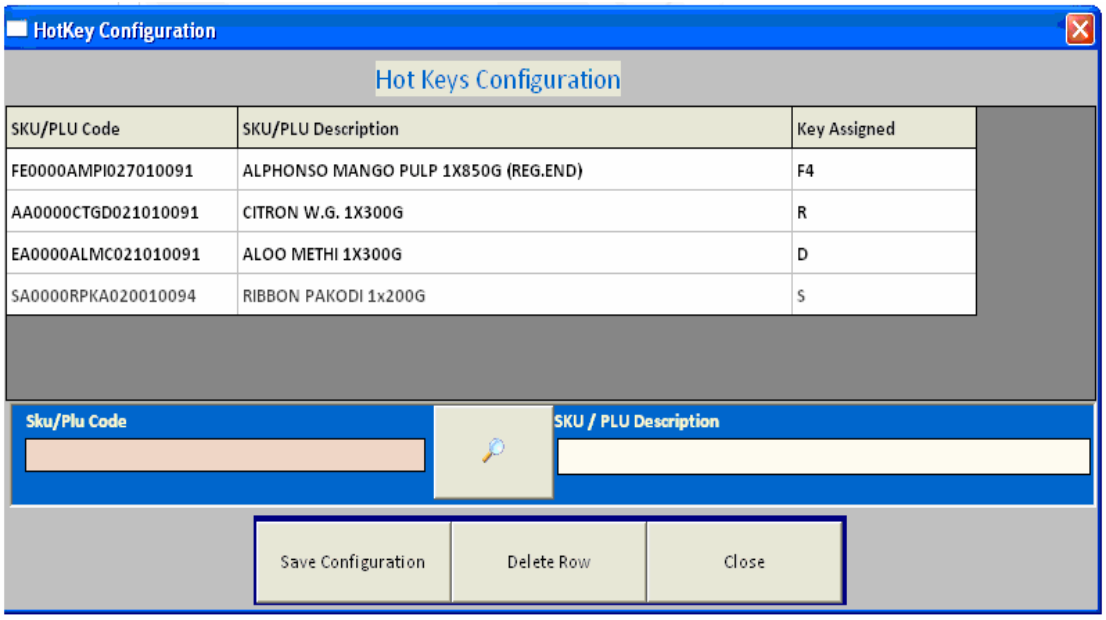
In the above screen you can see the payment mode [**Cash Mode]** is not assigned with any key, but the [**CCard Mode]** has been assigned **<ALT>** key as the hotkey.

Once the hot keys are assigned, To save the setting click on the ***<Save Configuration>*** button and click on the ***<Close>*** button.

4.4. Hot Keys Configuration

There are certain regular and fast moving Non Bar-Coded SKU's which can be assigned with hot keys, so that at the press of a single hot key the SKU can be selected without remembering or entering the SKU code.

To configure the **Hot keys,** click on **Configuration** in the main menu and select **<Configure Settings>** and click on the **<Hotkey Configuration>** option. The following screen is displayed.



To configure hot key to a **SKU.** Key In the **SKU code** or select from a list by pressing ***<F4>*** Function key or by clicking on the browser button.

Once you select a **SKU** the same will be listed in the flex above. Now Click or Select the SKU from the list above and press a key which you want to assign as hot key for this selected **SKU** and the key will be assigned as hot key.

In the billing module when you press on the assigned hot key the **SKU** will be selected for billing.

There is also an option to remove a given **SKU** from the **Hot key** list. From the displayed list, click on the **SKU** to be deleted and click on the ***<Delete Row>*** button.

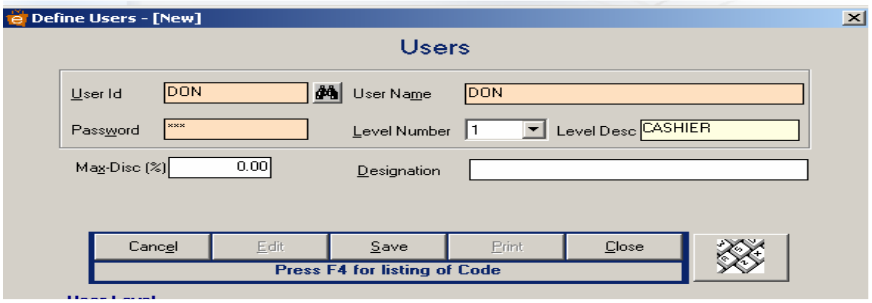
To save the setting click on the ***<Save Configuration>*** button and click on the ***<Close>*** button.

4.5. USER MASTER

All those who are going to use FlexiPos Basic need to be created as **Users** to access the various modules assigned to them.

Add New User

Click on the ***<Configuration>*** on the main menu and click the ***<User>***.from the drop down menu list.



Click on the ***<New>*** button

User ID **:** Each user needs to be identified uniquely, and the recommended way is to give a unique number to each user as his ID

User Name **:** Key In the Name of the User.

Password **:** It can be a combination of Numbers, Alphabets and Special Characters.

Level **:** Select the level you want to assign, On selecting **level Desc** is displayed.

Max-Disc(%) : You can also define the maximum discount the user can give during billing.

To save the details click on the ***<Save>*** button.

How to EDIT a User

Click on the ***<Configuration>*** on the main menu and click the ***<User>***.from the drop down menu list. Click on the ***<Edit>*** button

Key in the **User ID** or select the **User ID** from the browser by pressing the <F4> or clicking on the button all the details are displayed. Except the **User Id** all others are editable.

How to Print a Users List

Click on the ***<Configuration>*** on the main menu and click the ***<User>***.from the drop down menu list. Click on the ***<Print>*** button and a list of Users is printed.

4.6. ACCESS LEVEL

How to Create Different User Access Level

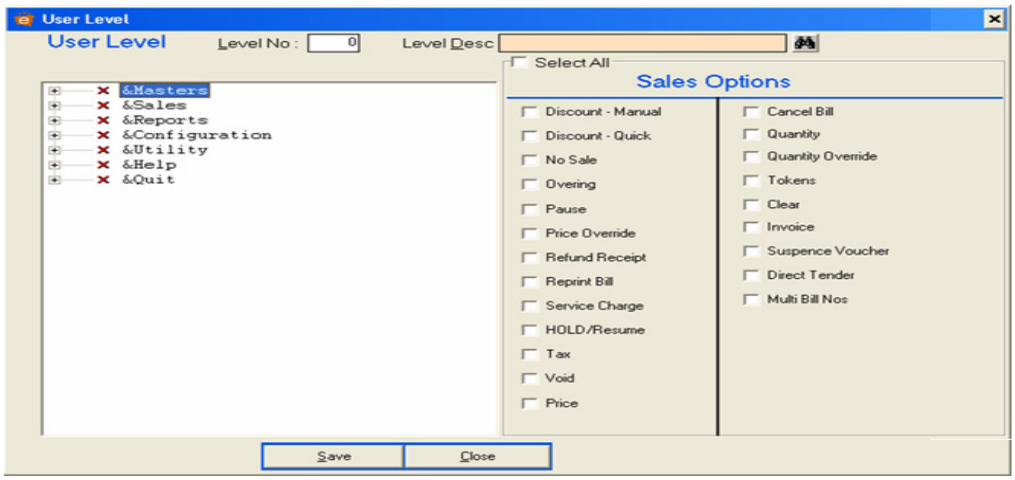
A User Access Level defines the various modules and functions which a user can access.

FlexiPos Basic comes with a 6 role hierarchy as defined below

1. **Admin**
2. **Manager**
3. **Asst Manager**
4. **Sub Asst Manager**
5. **Supervisor**
6. **Cashier**

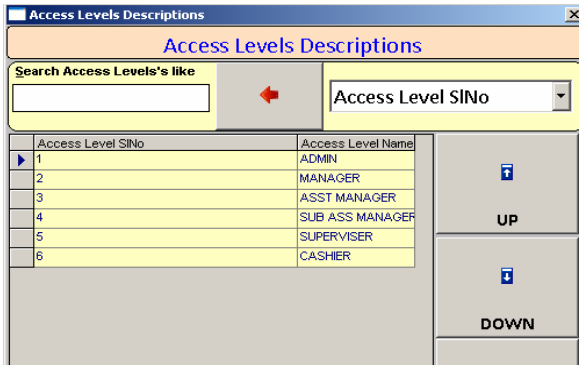
Each of the above roles can be linked to multiple access levels. ***For example*** : if you have to have 2 different sets of **Cashier** levels, say one level with access only for **Sales Option** and another level with **Sales Option** and **Reports.** Taking the above example let us create the two access level.

To create a **User level,** click on **Configuration** in the main menu panel and select **<Access level>** and you can see the following screen



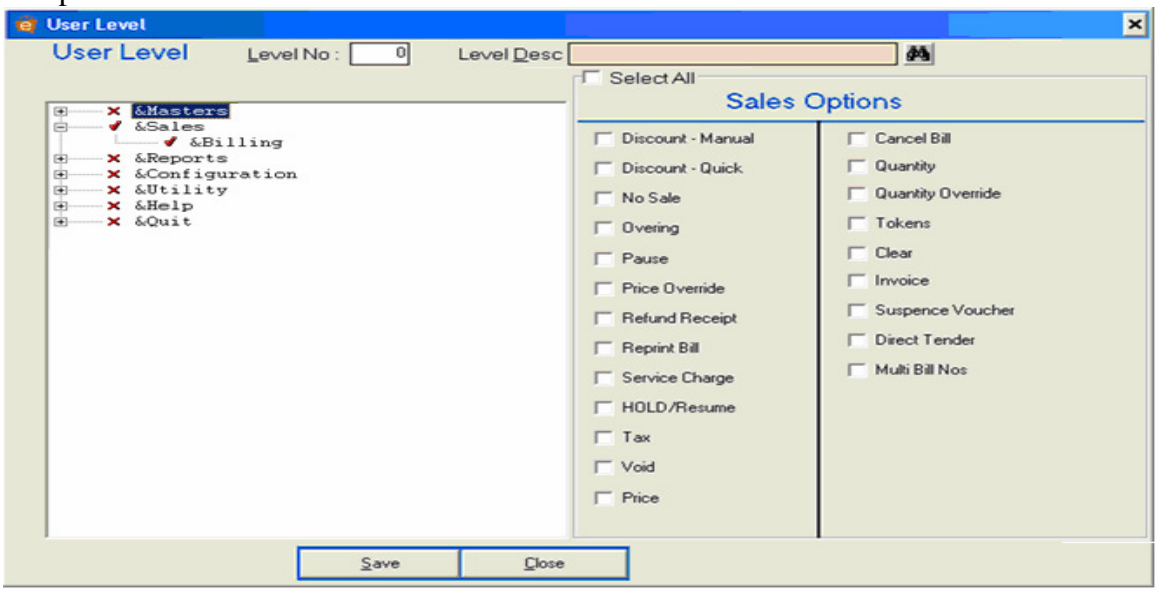
To create a new level key in the level number & press ***<Enter>*** key. Incase any level has already been created with that number the **Level Desc** and the rights given will be displayed. We shall create a level with the number **1**. Let us key the number 1 and press the ***<Enter>*** key.

At the **Level Desc** select the **Role** from the browser by pressing the <F4> or clicking on the button the following screen in displayed. →



Let us select option 6 **Cashier** and press the ***<Enter>*** key. The screen will be displayed with all options **unselected.**

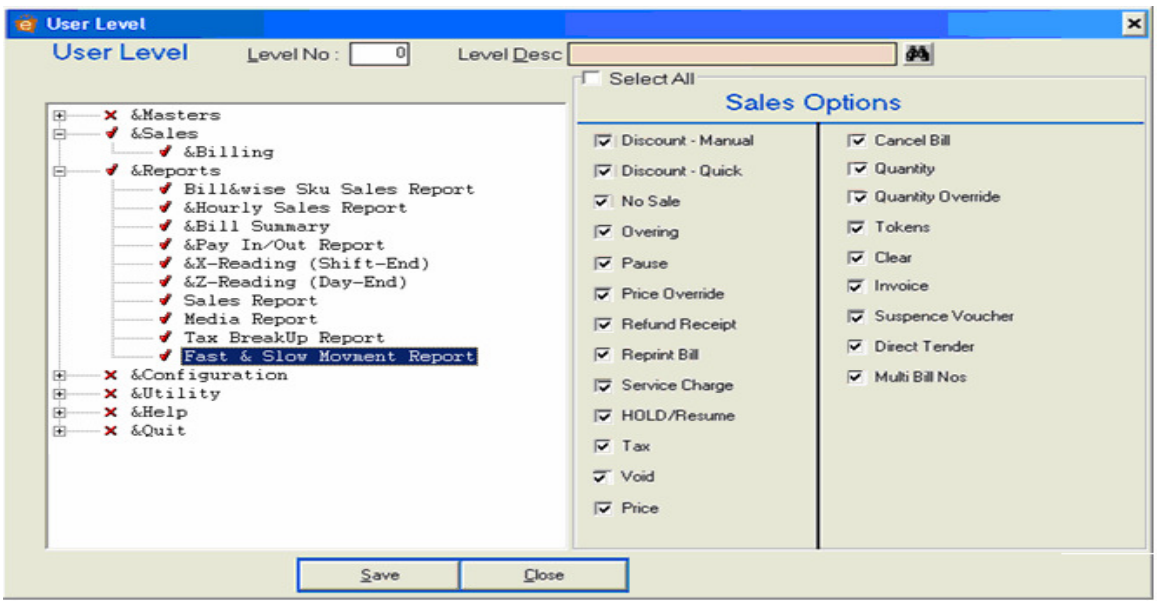
Now, As per our example let us give only "**Sales"** (✓) and under Sales select "**Billing"** (✓) **Option** and tick [✓] "**Select All**" option to level 1 Cashier and click on the ***<Save>*** button. The selected options will be as shown in the below screen.



Now let us create the user level 2 for **Cashier,** with the **[Sales /Reports & Select All options]** and save the same. The selected options will be as shown in the below screen.

To enable the **Reports,** click on **Reports** and press the ***<Space>*** key. The ***<Space>*** key is used to enable or disable the option. To enable or disable various sub options under **Reports** double click on **Reports** or click on the + to the right side of **Reports.** After enabling the required options, click on ***<Save>*** button to save the level.

In this example we have enabled all the sub options under **Reports.**



Now that we have learnt how to create **User Level** we can proceed to create the **Users.**